



Instructions for Binational Center Support Funds Request Form

U.S. Mission Brazil and the Department of State's Bureau of International Information Programs / Office of American Spaces invite Brazil's Binational Centers (BNCs) to submit grant proposals for enhancing BNCs' physical and technological elements, building library collections, and strengthening English language training / capacity building for library staff.

Proposals that incorporate the following strategic priorities for Brazil's BNCs will be given preference:

- "Library in a Box" concept for small BNCs with no dedicated library space or with outdated equipment and supplies, valued at US \$15,000. See "Library in a Box" resource document for more information.
- Smithsonian Institution design recommendations for furniture, carpeting, equipment, etc. See the Idea Book at: https://americanspaces.state.gov/drupal6/webfm_send/351
- Foot counters to facilitate the monthly collection of statistics. Foot counters should be installed at all building entrances and in the library. See vendor list. Other technology improvements, including establishing wifi connectivity, will be considered.
- English-language training for library staff (in-person) up to \$1,000/year per BNC staff person, per BNC or BNC branch.
- Travel for English-speaking library staff or teacher who supports and advances library operations through curriculum development to attend biennial ABLA librarians track training, in Curitiba, September 2014.
- Embassy or Consulate-approved trainer to do a series of technology training sessions for BNC library staff to build their programming capacity as it relates to Maker Spaces, and youth entrepreneurial programming up to \$2,500/year per BNC.

This completed form may not exceed 6 pages in length. Each request is for 1 BNC entity only. An entity is defined as the main BNC or BNC branch.

A separate application is necessary for each individual BNC branch. For accountability purposes, this is due to the need for specific data, such as partner name, number of visitors, number of programs, etc. for each Space. A unique summary and narrative is required for each request.

* indicates required field.

Submitted by* (Name of BNC staff submitting proposal):

BNC City Location*:

Name of BNC*:

Section 1 - Summary

1 - Summary*: Please summarize the fundamentals of the proposal in one paragraph.

Section 2 - Target Audience

1 - Target Audience*: Describe in one paragraph the BNC's target audience and the main groups the BNC will be targeting in this proposal request in terms of such factors as:

- ✓ Gender, age, income level, occupation and education level
- ✓ Percent of the target audience currently reached
- ✓ Projected growth over time

2 - Statistics*:

	FY12	FY13	FY14 - projected
# of visitors			
# of programs			
# of program attendees			

3 - Rank the top three audiences (1, 2, 3) your BNC serves*:

A: Government:	B: Educations/Academia/Think Tanks:	C: Media:	D: Arts/Culture:
E: Civil Society:	F: Religious:	G: Business:	H: General Public:
I: Youth (Under 18):	J: Youth (18-35):	K: Alumni:	L: Other Specific Audience (list):

Section 3 - Implementation of Standards

1 - Implementation of Standards*: After reviewing the BNC against the Standards Matrix for BNCs, describe what level (bronze, silver, gold) the BNC is currently at, discuss plans for achieving and maintaining Standards in the upcoming year, and explain how the funds requested in the proposal tie to the Standards. **A completed Standards Matrix must accompany this proposal form.**

2 - Describe briefly the types of activities at the BNC regarding the five core programs:

English language learning:*

EducationUSA advising:

Cultural programs:*

Alumni programs:***Information about the United States:*****3 - Embassy or Consulate's Assessment of level of BNC*:** Leave this section blank.

Your Embassy or Consulate point of contact will enter an assessment of the BNC against the Standards here. Options are Bronze, Silver, Gold, and Not yet assessed.

Section 4 – Location

1 - Location*: Write the name of the city where the BNC is located, noting especially if it is a branch.

Section 5 – Management and Staffing

1 - Management and Staffing*: In one brief paragraph, describe how the BNC is managed and staffed. If this proposal is funded, describe briefly who at the BNC will manage this grant, and serve as the main point of contact between the BNC and Embassy or Consulate.

2 - Staff Training*: Describe briefly the staff training provided in the previous year by the Embassy or Consulate. Include plans for training in the upcoming year, such as English training for library staff or teacher who supports and advances library operations through curriculum development to attend biennial ABLA librarians track training, in Curitiba, September 2014. NOTE: American Spaces Support Funds may *not* be used to fund travel BNC Executives or Academic Directors' attendance at ABLA 2014.

Section 6 - Funding

1 - Funding History*: Describe briefly the amount of funds the BNC has received from American Spaces, the U.S. Embassy or Consulate, or other U.S. government source and how it was spent. If necessary, explain if the grant was revised because it was not fully funded.

2 - FY14 Funding Request Narrative*: In no more than 3 paragraphs, describe what the BNC plans to achieve with the funding requested. Embassy or Consulate should also discuss how the funding ties to Mission goals and standards for American Spaces.

3 - Total Amount Requested from Office of American Spaces*: Enter the amount in U.S. dollars.

4 - Budget Line Items*: The Budget Template is divided into subcategories. Please enter the subtotal in U.S. dollars for each of these items found in the BNC Support Funds Budget Form:

- **Travel for library staff or teacher who supports and advances library operations through curriculum development to attend biennial ABLA librarians track training, in Curitiba, September 2014: \$**
- **Supplies – facilities: \$**
- **Supplies – resources: \$**
- **Contractual – technology: \$**
- **Contractual – training: \$**
- **Contractual – programs: \$**

5 - Projected costs to be paid by Embassy or Consulate in FY14: Leave this section blank. Your Embassy or Consulate point of contact will enter an amount to fund travel (for all Embassy staff – PD staff, drivers, etc., programs, office supplies, etc.)

6 - Cost sharing by BNC:** include estimated value in U.S. dollars that the BNC is providing (based on local rental rates), salary, utilities, and anything else the BNC is contributing. Describe any monetary or in-kind cost-sharing that the BNC will provide. Cost sharing is required for any BNC support funds proposals exceeding US \$25,000.

7 - Projected Embassy and/or Consulate staff time dedicated to support the BNC per year - Total hours per year. Leave this section blank. Your Embassy or Consulate point of contact will enter the estimated the amount of staff time dedicated to the BNC over the course of one year (include FSO and LES staff – including motor pool, GSO, etc.)

Section 7 – Statistics

1 - Evaluation and Reporting*: Check YES[☐] or NO[☐]. BNC has submitted current statistics to Alexandre Silva: silvaja2@state.gov

2 - Additional Comments: Describe any special circumstances about the project in one paragraph.

*Required fields.

**Required for partner Spaces requesting funding in excess of \$25,000.